

IN THE IOWA DISTRICT COURT FOR THE FIFTH JUDICIAL DISTRICT


IN RE TEMPORARY EARLY
CLOSURE OF THE POLK COUNTY
CLERK OF COURT'S OFFICE- CIVIL
DIVISION - ON JANUARY 29 AND
FEBRUARY 7, 12 & 14, 2013 AT 1:30
P.M. FOR EDMS TRAINING

ADMINISTRATIVE ORDER 2013 - 7

WHEREAS the Electronic Document Management System (EDMS) governed by Chapter 16 of the Iowa Rules of Court is being implemented by case type in Polk County, with the Civil Division (Case Types Civil Law, Civil Equity and Foreign Judgments) "going live" on Tuesday, February 19, 2013. The Court finds that it is necessary to close the Polk County Clerk of Court's Office, Civil Division, early on four separate days beginning at 1:30 p.m. for the Clerk's Office to prepare for such EDMS implementation.

NOW, THEREFORE, IT IS HEREBY ORDERED that the Polk County Clerk of Court's Office, Civil Division, shall close at 1:30 p.m. on the following four dates: Tuesday, January 29; Thursday, February 7; Tuesday, February 12; and Thursday, February 14, 2013 for preparation of the same. Public notice of this order shall be provided by the Polk County Clerk of Court by posting a copy of this order on the doors of the Civil Division of the Polk County Clerk of Court's Office as well as at the entrances to the Courthouse, and by the public elevators on each floor. A copy of this Order shall also be sent to the Polk County Bar Association for distribution to their membership. And, a copy of this order shall be posted on the Judicial Branch Website by Court Administration.

DATED this 28th day of January, 2013.


ARTHUR E. GAMBLE, CHIEF JUDGE
FIFTH JUDICIAL DISTRICT OF IOWA

FILED
POLK COUNTY, IA.
13 JAN 28 AM 9:36
CLERK DISTRICT COURT

Cc: Randy Osborn, Polk County Clerk of Court
Cindy Johnson, Deputy Polk County Clerk of Court
Joshua Miller, Compliance/Training Coordinator, Polk County Clerk's Office
All Supervisors of the Polk County Clerk of Court's Office
Carol Burdette, Executive Director of the Polk County Bar Association
All Polk County Judges
All Polk County Court Reporters and Court Attendants/Judicial Assistants
All D5 Case Coordinators
Elizabeth Baldwin, DCA
Anne Sheeley and Billie Ramey, Asst. DCA's
All Polk County Law Clerks
Ken Bosier, IT Director, Iowa Judicial Branch
Nicole Clark, ICIS - Training